

# Chapter 16 Cost Redistribution and Expenditure Correction Windows

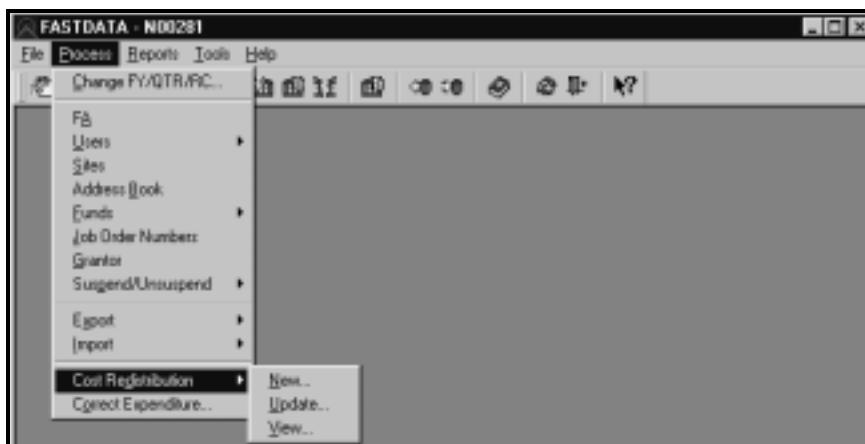


## Overview

The FASTDATA Fund Administrator (FA) application includes processes to redistribute costs and correct suspended expenditures. Use the windows associated with the cost redistribution process to create a new redistribution or update and view existing ones. Use the windows associated with the correct expenditure process to correct and reprocess suspended expenditures.

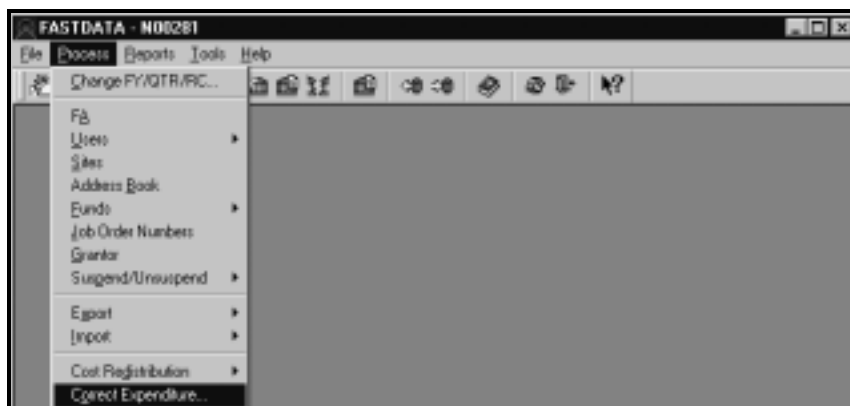
User access to the windows associated with the cost redistribution and correct expenditure processes is defined on the FA User Maintenance window **Cost Redistribution** access option; users can have **Update**, **Display-Only**, and **No Access** to the windows. To add, modify, and delete a cost redistribution and correct suspended expenditures users must have **Cost Redistribution Update** access.

To open the cost redistribution windows, select the desired item from the **Cost Redistribution** submenu of the **Process** menu.



**Figure 16.1**  
**Process Menu Cost**  
**Redistribution**  
**Submenu**

To open the Expenditure Correction window, select the **Correct Expenditure** item from the **Process** menu.

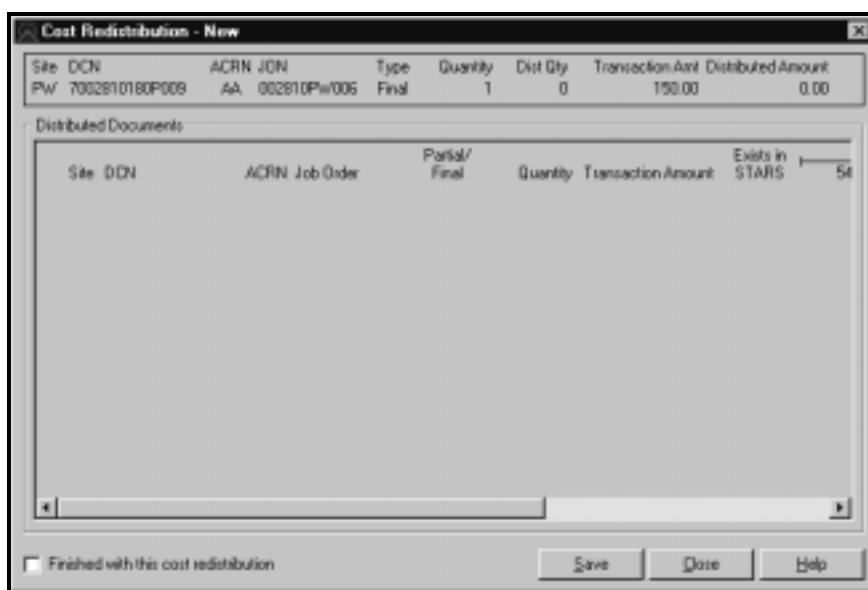


**Figure 16.2**  
**Process Menu**  
**Correct Expenditure**  
**Item**

### Restrictions

- Only users with a FA User Maintenance window **Cost Redistribution Update** access level can add, modify, and delete a cost redistribution and correct suspended expenditures.
- A FA User Maintenance window **Cost Redistribution** access level of **Display-Only** limits users to view-only access to the windows associated with the cost redistribution and correct expenditure processes.
- A FA User Maintenance window **Cost Redistribution** access level of **No Access** prevents a user from accessing the windows associated with the cost redistribution and correct expenditure processes.

### • **Cost Redistribution - New Window Objects**



**Figure 16.3**  
**Cost Redistribution**  
**– New Window**

**Site**

Identifies the site associated with the document.

**DCN**

Identifies the document control number for the listed document.

**ACRN**

Two-character code identifying each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON**

Identifies the 11-character job order number (JON) used to classify the accounting transaction.

**Type**

Indicates whether the obligation is to be fully (F) or partially (C) liquidated when processing the expenditure.

**Quantity**

Indicates the number of items being paid for by the expenditure.

**Dist Qty**

Indicates the number of items affected by the redistributed expenditure.

**Transaction Amt**

Indicates the amount of the transaction.

**Distributed Amount**

Indicates the amount that will be redistributed.

**--Distributed Documents--**

This window area provides details of documents selected for redistribution. Unless you change the default values, FASTDATA will fully liquidate the remaining expenditure amount. Right-click in this window area to access a shortcut menu that will allow you to add a new redistribution or delete an existing one.

**Site**

Identifies the site associated with the document you selected for redistribution.

**DCN**

Identifies the document control number for the distributed document.

**ACRN**

Identifies the accounting classification reference number for the distributed document.

**Job Order**

Identifies the job order number (JON) for the distributed document.

**Partial/Final**

Indicates whether the obligation is to be fully (F) or partially (C) liquidated when the expenditure for the distributed document is processed.

**Quantity**

Indicates the number of items being paid for by the distributed document expenditure.

**Transaction Amount**

The amount you wish to distribute to this document. Remember that you cannot enter a value that is greater than the original Transaction Amount.

**Exists in STARS**

If checked, indicates the document exists in STARS-FL.

**--STARS Contains--**

These window objects contain values from the STARS-FL expenditure record.

**540 Amount**

The Obligation (540) Amount contained within STARS-FL.

**510 Amount**

The Receipt (510) Amount contained within STARS-FL.

**610**

Indicates whether an Expenditure (610) exists in STARS-FL.

**540 Adjustment**

Based on the values for 540 Amount and 510 Amount in STARS-FL and the distributed amount, a value other than 0 (zero) for this column indicates you need to create a 540 T adjustment transaction and send this transaction to STARS-FL. The 540 Adjustment Amount is the amount of the adjustment transaction.

**Release**

Check this box when you have completed the redistribution for the targeted document and are ready to export the redistribution to STARS-FL.

**Finished with this cost redistribution**

Check this box when you are finished redistributing the expenditure and all selected documents targeted for the redistribution are completed. When you check this box, any unchecked **Release** check boxes will be checked, indicating that all targeted documents are complete and ready for export to STARS-FL. If the redistributed expenditure is associated with a site, the expenditure will be included the next time you export expenditures to that site.

**Save**

Accepts your entries and redistributes the selected expenditure for the distributed document.

**Close**

Closes the Cost Redistribution - New window.

**Help**

Accesses the Cost Redistribution – New topic in the reference help file.

## *R* Cost Redistribution Windows Options

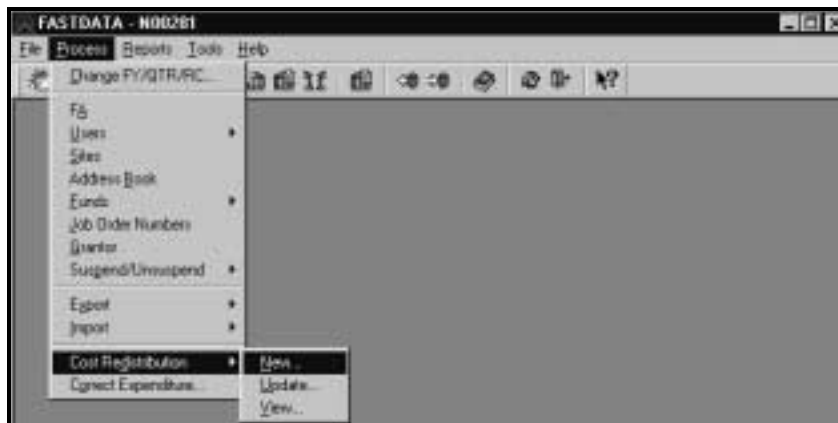
- Add a new cost redistribution
- Update/delete an existing cost redistribution
- View an existing cost redistribution

### ■ Steps for Adding a New Cost Redistribution

Use the new redistribution process to transfer part or all of an expenditure amount to one or more different documents/ACRNs. You can only redistribute expenditures to existing document(s) associated with a site and JON that matches the short LOA. When selecting a document/ACRN for cost redistribution you cannot cross short lines of accounting. The amount you transfer cannot exceed the expended amount.

If the document you are redistributing an expenditure amount to does not exist in STARS-FL, FASTDATA will create the document but you cannot export the cost redistribution for the document until you have exported the new (N) transaction to STARS-FL.

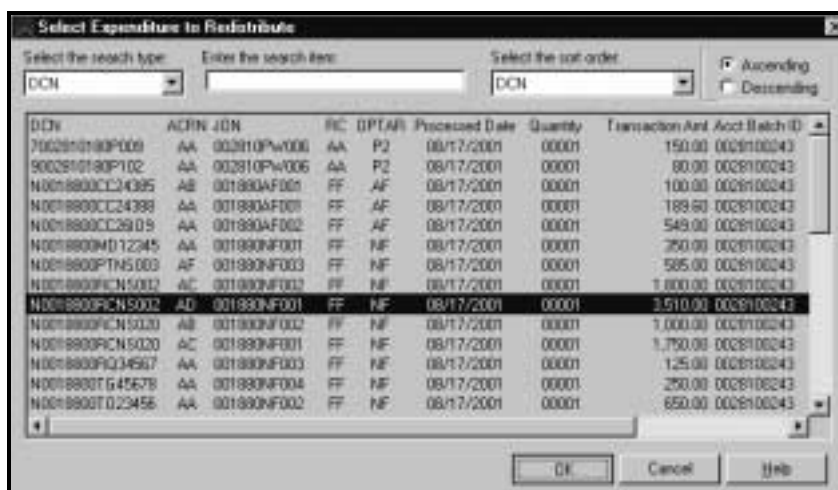
1. Select **New** from the **Cost Redistribution** submenu of the **Process** menu.



**Figure 16.4**  
Selecting the  
New Cost  
Redistribution  
Process

The Select Expenditure to Redistribute window will open. A list of documents for which you can redistribute costs will display.

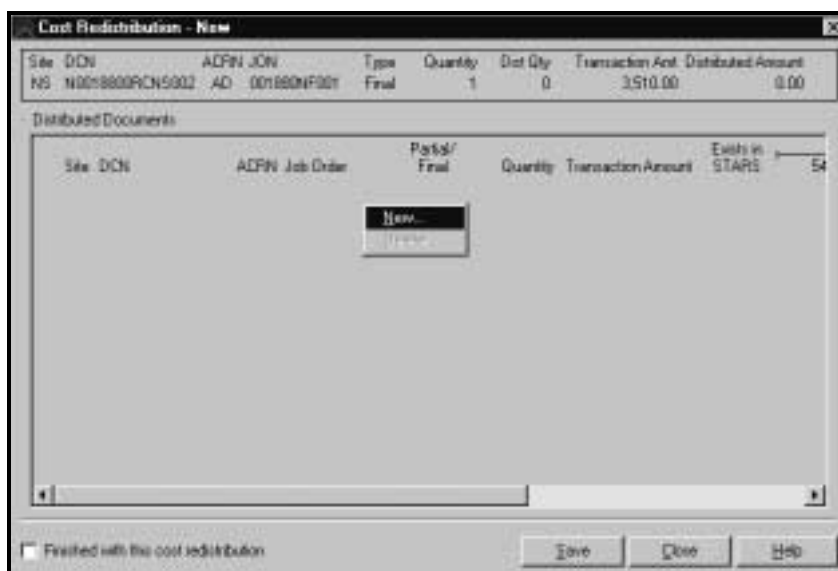
**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.



**Figure 16.5**  
Selecting an  
Expenditure to  
Redistribute

2. Select the expenditure you wish to redistribute costs for and select the **OK** button.

The Cost Redistribution window will open. The upper window area displays information on the expenditure you are redistributing. The lower area displays information on documents you select for the redistribution.



**Figure 16.6**  
Selecting New  
on the  
Shortcut Menu

3. To begin the redistribution process for the selected document/ACRN, right-click in the lower window area and select **New** from the shortcut menu.

The Select Document for Redistribution window will open, letting you select the desired document.

DCN	ACRN	Job Order	Site
N0018900PCAFD11	AA	001890AF009	GS
N0018900PCAFD11	AB	001890AF010	GS
N0018900PCNG013	AA	001890NF003	NS
N0018900PCNG013	AB	001890NF004	NS
N0018900PCNG013	AC	001890NF001	NS
N0018900PTAF003	AA	001890AF002	GS
N0018900PTAF003	AA	001890AF002	GS
N0018900PTD5002	AA	001890C/S001	SS
N0018900PTN5003	AA	001890NF003	NS
N0018900PTN5003	AF	001890NF003	NS
N0018900PTN5009	AA	001890NF003	NS
N0018900PTTF003	AA	001890TF004	GS
N0018900RC12345	AA	001890AF001	GS
N0018900RC12345	AB	001890AF006	GS

**Figure 16.7**  
Selecting  
Document for  
Redistribution

**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

4. Select the document you wish to redistribute and select the **OK** button.

**Tip** If you wish to redistribute a document that is not displayed on the list, and you know the document DCN, ACRN, and JON, you can enter the values in the applicable fields at the bottom of the Select Document for Redistribution window.

The Cost Redistribution – New window will open and data for the selected document will display.

**Figure 16.8**  
Adding a New  
Cost  
Redistribution

5. Update the desired data for the selected document.

**Tip** The default for a new redistribution is to liquidate fully whatever remaining expenditure amount exists, but you can change the **Amount** value. You also can change default values for **Partial/Final** and **Quantity** to control whether the remaining expenditure amount is fully or partially liquidated.

6. Check or uncheck the **Exists in STARS** check box, as desired.
7. Check the STARS-FL record to obtain valid values for the **540 Amount** and **510 Amount** fields.
8. Verify the STARS-FL record to determine whether the **610** check box should be checked.
9. When the target document is complete and ready for export, check the **Release** check box.
10. To redistribute the expenditure across several documents, continue right-clicking and selecting **New** to reopen the Select Document for Redistribution window so that you can select additional documents for the redistribution.

If you redistribute the expenditure cost across multiple documents, you must verify the **540 Amount** and **510 Amount** values against the STARS-FL record, ensure the **610** exists in STARS-FL, and check the **Release** check box for each complete target document.

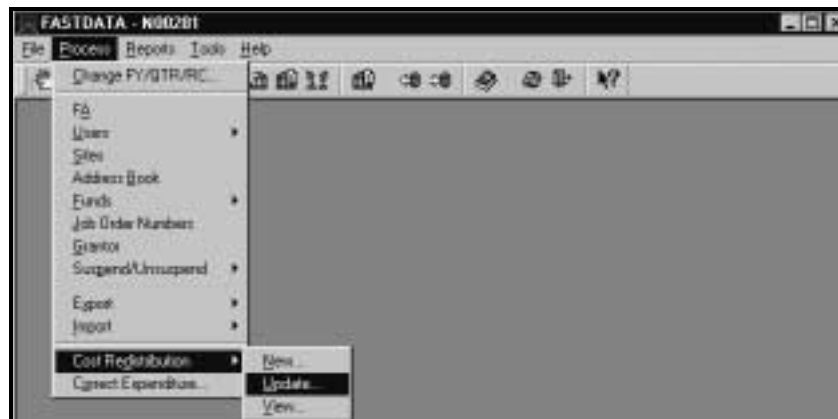
11. When you have redistributed the expenditure to the desired documents, check the **Finished with this cost redistribution** check box.
12. Select the **Save** button. The Cost Redistribution – New window will close.



## ■ Steps for Updating/Deleting an Existing Redistribution

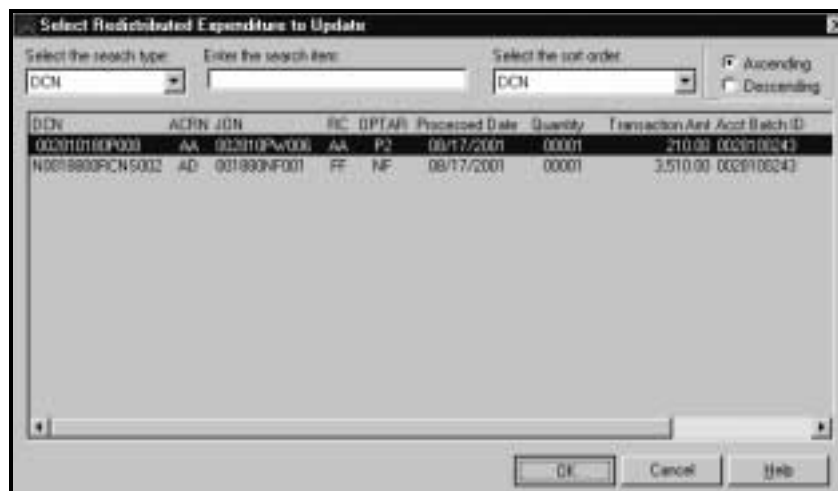
Use the update redistribution process to update an expenditure redistribution. You can update any redistribution that has not been exported. You also can update unreleased documents on an exported redistribution if the expenditure has not been fully liquidated. You cannot update exported, partially liquidated cost redistributions that have been marked as finished. When updating an exported partial redistribution, you can add additional documents for the undistributed amount but cannot delete or modify existing document data. If the document you are redistributing an expenditure amount to does not exist in STARS-FL, FASTDATA will create the document but you cannot export the cost redistribution for the document until you have exported the new (N) transaction to STARS-FL.

1. Select **Update** from the **Cost Redistribution** submenu of the **Process** menu.



**Figure 16.9**  
Selecting the  
Update Cost  
Redistribution  
Process

The Select Redistributed Expenditure to Update window will open, letting you select the desired expenditure.



**Figure 16.10**  
Selecting a  
Redistributed  
Expenditure to  
Update

**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

2. Select the redistributed expenditure you wish to update and select the **OK** button.

The Cost Redistribution – Update window will open. The uppermost window area displays information on the redistributed expenditure. The lower window area displays information on the document(s) to which the expenditure costs have been redistributed.

Site	DCN	ACPN	JCN	Type	Quantity	Dist Qty	Transaction Amt	Distributed Amount
PW	002810180P008	AA	002810PW005	Final	1	1	210.00	100.00

Site	DCN	ACPN	Job Order	Partial/Final	Quantity	Transaction Amount	Exists in STARS
SU	N002810053A569	AA	002810SU012	Partial	1	100.00	<input checked="" type="checkbox"/>

Buttons: New, Delete, Save, Close, Help

**Figure 16.11**  
Updating  
Redistributed  
Expenditures

3. Update the desired data. You can change the **Partial/Final**, **Quantity**, and/or **Amount** values, as well as change the status of the various check boxes, as applicable.

You cannot uncheck the **Exists in STARS** check box if there is an obligation, expenditure, or receipt amount in STARS-FL for the document.

**Tip** You also can add a new redistribution to the selected expenditure or delete the existing redistribution by right-clicking in the lower area of the Cost Redistribution – Update window and selecting **New** or **Delete**, as appropriate, from the shortcut menu.

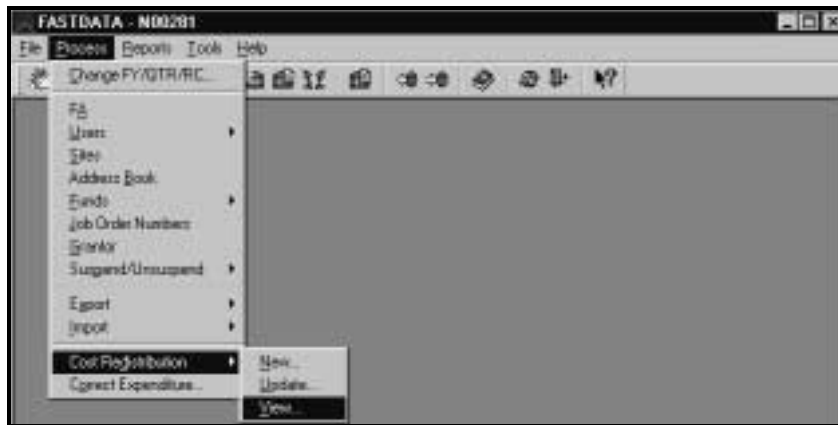
4. Check the STARS-FL record to obtain valid values to enter for the **540 Amount** and **510 Amount** fields.
5. Verify the STARS-FL record to determine whether the **610** check box should be checked.
6. When the target document is complete and ready for export, check the **Release** check box.

If you redistribute the expenditure cost across multiple documents, you must verify the **540 Amount** and **510 Amount** values against the STARS-FL record, verify whether the **610** exists in STARS-FL, and check the **Release** check box for each complete target document.

7. When you have redistributed the expenditure to the desired documents, check the **Finished with this cost redistribution** check box.
8. Select the **Save** button to save your changes. The Cost Redistribution – Update window will close.

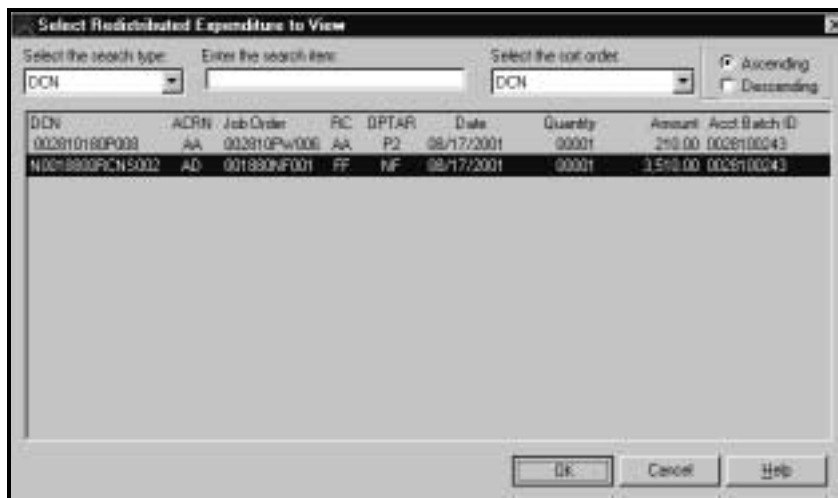
## ■ Steps for Viewing an Existing Redistribution

1. Select **View** from the **Cost Redistribution** submenu of the **Utilities** menu.



**Figure 16.12**  
Selecting the  
View Cost  
Redistribution  
Process

The Select Redistributed Expenditure to Update window will open, letting you select the desired expenditure.



**Figure 16.13**  
Selecting a  
Redistributed  
Expenditure to  
View

**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

2. Select the redistributed expenditure you wish to view and select the **OK** button.

The Cost Redistribution – View window will open. The uppermost window area displays information on the redistributed expenditure. The lower window area displays information on the document(s) to which the expenditure costs have been redistributed.

Site	DCN	ADRN	JON	Type	Quantity	Dist Qty	Transaction Amt	Distributed Amount
NS	N0018800RCN5002	AD	001880NF001	Final	1	1	3,510.00	2,510.00

Site	DCN	ADRN	Job Order	Partial/Final	Quantity	Transaction Amount	Exits in STARS
BS	N0018800PTAF003	AA	001880AF002	Partial	1	2,510.00	54

**Figure 16.14**  
Viewing  
Redistributed  
Expenditures

3. Select the **Close** button to close the Cost Redistribution – View window.

## • Expenditure Correction Window Objects

DCN	ADRN	JON	Quantity	Transaction Amt	Type	Acct Batch ID	Rejection Reason
N0028100TOP0651	AA	002810PW039	00000	365.20	C	00281001	Invalid Job Order Number

Job Order: 002810PW039

Expenditures that are suspended, excluding manually or automatically suspended, may be corrected. If the corrected JON matches the original JON, the expenditure must be reprocessed. For all other corrections, an 'R' transaction will be generated.

**Figure 16.15**  
Expenditure  
Correction Window

### DCN

Identifies the document control number.

**ACRN**

Two-character code identifying each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA data during subsequent stages of processing.

**JON**

The 11-character job order number classifies the accounting transaction.

**Quantity**

Indicates the number of items being paid for by the expenditure.

**Transaction Amt**

Identifies the amount of the expenditure.

**Type**

Indicates whether the obligation is to be fully (F) or partially (C) liquidated when processing the expenditure.

**Acct Batch ID**

Identifies the batch file in which the listed expenditure was imported into the FA.

**Rejection Reason**

Displays the reason for rejecting the expenditure.

**Job Order**

Select the desired JON from the drop-down list to correct the expenditure.

**Reprocess**

If you created a JON to match the expenditure's JON, you must select the **Reprocess** button to allow the expenditure to reprocess normally and change its suspended status. Unless you changed the JON to match the expenditure's short LOA, this button will not be available.

**OK**

Saves your changes and closes the Expenditure Correction window.

**Cancel**

Aborts the action to correct the suspended expenditure and closes the window.

**Help**

Accesses the help topic on the Expenditure Correction window.

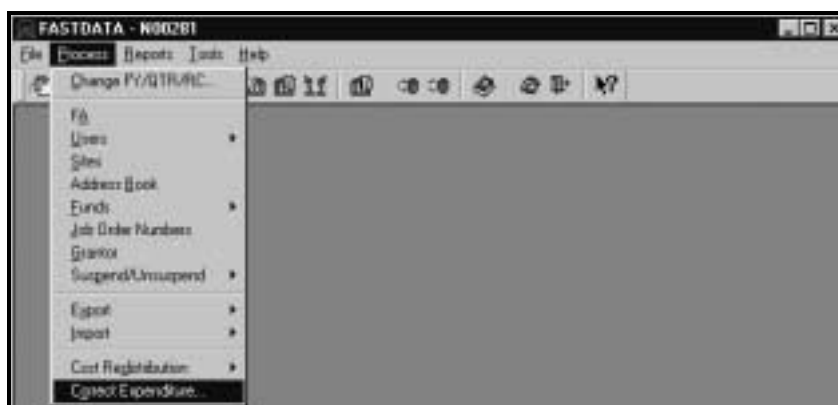
## **Expenditure Correction Window Options**

- **Correct suspended expenditures**

## ■ Steps for Correcting Suspended Expenditures

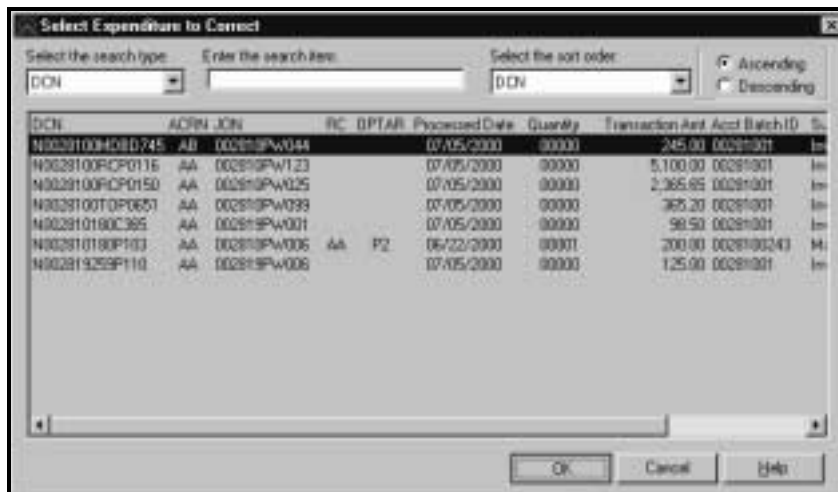
Use the Expenditure Correction window to correct a suspended expenditure that you imported from STARS-FL. You can only correct an expenditure if it has one of the following Suspension Reason values: **Invalid Job Order Number**, **No Associated Site**, or **Returned from Site**.

1. Select the **Correct Suspended Expenditure** item on the **Utilities** menu.



**Figure 16.16**  
Selecting the  
Correct  
Suspended  
Expenditure  
Process

The Select Expenditure to Correct window will open, letting you select the desired expenditure.

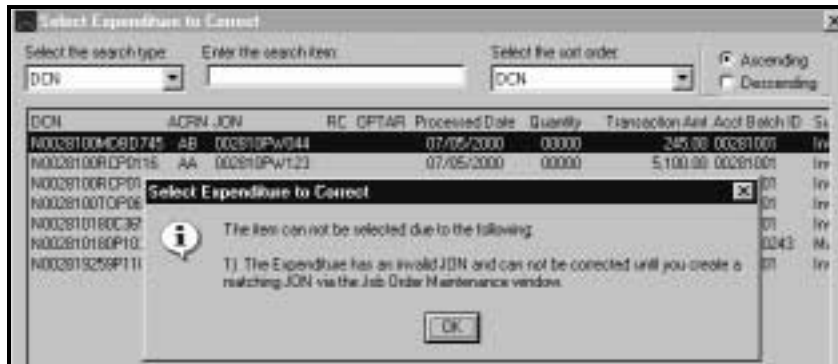


**Figure 16.17**  
Selecting an  
Expenditure to  
Correct

**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

2. Select the expenditure you wish to correct and select the **OK** button.

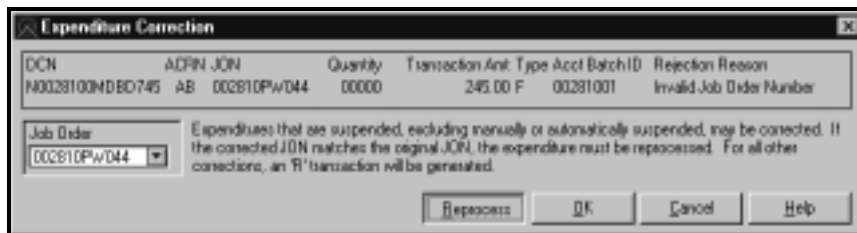
If you have chosen an expenditure that cannot be selected, FASTDATA will so inform you and provide you with a reason.



**Figure 16.18**  
Select  
Expenditure to  
Correct  
Message

- ☒ Before you can select the expenditure shown, you must open the Site Maintenance window in the FASTDATA FA Module and add the JON associated with the expenditure that you wish to correct. Refer to the Steps for Adding a New JON topic in Chapter 10 if you wish to review the details on how to add a JON. For this example, the JON has been added for you.

The Expenditure Correction window will open.



**Figure 16.19**  
Correcting an  
Expenditure

**Tip** To correct an expenditure, the value displayed on the **Job Order** field must match the corresponding JON value displayed on the top portion of the window.

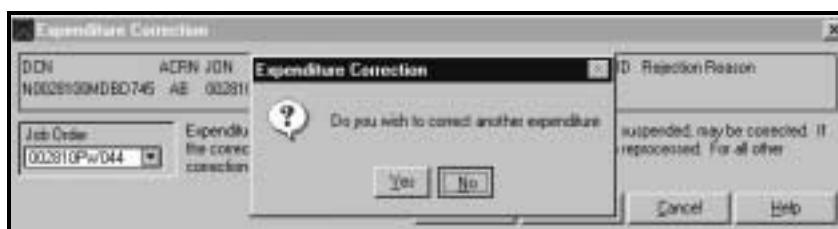
- If applicable, select the desired job order from the **Job Order** drop-down list.

Since the necessary JON has been added for you, the correct value is now available for you to select from the **Job Order** drop-down list. After you select the correct JON, the **Reprocess** button will become available for selection. If you select a job order that does not match the JON displayed on the top portion of the window, the **Reprocess** button will remain unavailable.

- If applicable, select the **Reprocess** button to reprocess the suspended expenditure.

**Tip** If you are correcting an expenditure with a **No Associated Site** suspension reason, you can unsuspend the expenditure by selecting a JON from the **Job Order** drop-down list that has an OPTAR/authorization associated with a site and that has a compatible short LOA (line of accounting). To correct an expenditure with a **Returned from Site** suspension reason, you can unsuspend the expenditure by selecting a JON from the **Job Order** drop-down list associated with the desired site. To complete this type of expenditure correction, the **Reprocess** button will not be available for selection and you must select the **OK** button instead to complete the action.

FASTDATA will ask you if you wish to correct another expenditure.



**Figure 16.20**  
**Expenditure**  
**Correction**  
**Message**

5. Select **Yes** if you wish to correct another expenditure. Select **No** if you have no other expenditure to correct.